



Job Advertisement

Approved

POSITION: Nutrition Assistant Project Officer (1 position)
LOCATION: Morobo
STARTING DATE: ASAP

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund South Sudan Programme is looking for a suitable **South Sudanese** candidate to fill in the position of **Nutrition Assistant Project Officer** to be based in **Morobo**.

PART 1 - JOB DESCRIPTION

The Nutrition Project Officer will be responsible for the nutrition work in Morobo. This includes providing technical oversight, facilitating training, monitoring and evaluation (of feeding centres, community screening, follow up and sensitisation); development of project and monthly reports and representation to the community and other stakeholders.

1. POSITION IN ORGANISATION

- Grade: B2
- Reports to the Roving Nutrition Project Officer
- Direct Report: Nutrition Assistant (OTP/TSFP Incharges)
- Dotted Line Responsibility: works in collaboration with Sector Advisors/Managers and with The Finance/Admin Officer.

2. ORGANIZATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
 - o To model Godly leadership in all aspects of character and conduct.
 - o To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
 - o To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
 - o To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
 - o To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.
- Ensuring staff familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies.

3. KEY RESPONSIBILITIES

3.1 PROJECT IMPLEMENTATION

Project Cycle Management

- Assist the Nutrition Advisor and Programme Coordinator in planning, organizing and implementing SMART surveys.
- In collaboration with the NPO, assist the Programme Coordinator in monitoring the humanitarian situation in the sector, making detailed reports with recommendations to the management team regarding community needs, vulnerabilities / capacities and appropriate responses.
- Participate in project evaluations and assist in the analysis of results to assess project impact and effective use of resources.
- In collaboration with the NPO, assist the Programme Coordinator in developing and writing situation updates, project proposals and project reports.

Leading of Nutrition Project

- Carry out regular supervision of the nutrition programme, making sure that the programme activities comply with the appropriate standards; that records are accurate and up to date, that correct admission and discharge criteria are applied and that correct treatment is given.
- Monitor the nutrition data, and analyse and respond to cases where progress is not being made, carrying out focus groups in the community to understand the causes of malnutrition.
- Monitor the quality of the work of the Community Volunteers and the level of support they are receiving.
- Monitor the coverage and effectiveness of community screening, ensuring that all children needing nutritional support are screened, identified and admitted to receive the ration for treatment without any undue delay.
- Develop clear referral pathways and ensure that staff and community members are aware of these, and that children with complications are referred without delay.
- Provide technical knowledge and guidance where needed.
- Provide leadership and support to staff to ensure effective management and timely implementation of work plans and budgets.
- Compile timely project and monthly reports, providing accurate and complete data in accordance with required reporting formats.
- Ensure that staff understand their individual and collective responsibility for safety, security and well being, and that necessary action is undertaken to maintain a safe and secure working environment.
- Keep informed of sector developments and key initiatives, and keep nutrition staff updated on latest guidelines, and any information provided by sector advisors or project manager;
- Regular liaison with the other sectoral areas (e.g.WASH, community empowerment) to ensure that programmes are providing an integrated approach.
- Keep in communication with the Programme Coordinator on the progress and challenges facing the nutrition programme.
- Maintain an effective filing system for storing project documentation in accordance with Tearfund standard procedures.
- Any other reasonable duty assigned to you by your line manager or any other superior within the organization.

Training and Facilitation

- Organise and conduct interactive training of nutrition and health facility staff and training of Community Volunteers, including refresher training where required.
- Ensure Community Mobilisers have the necessary skills and knowledge to fulfil their roles.
- Organise monthly training of IYCF Facilitators, and support them in running Women's Support Groups.
- Evaluate the effectiveness of community training and follow up, including gathering feedback from community members. Provide guidance and training to ensure that the sensitization brings about change.
- Build the capacity of the County Health Department wherever possible, in liaison with the Health System Advisor, by providing advice, coaching and assistance and involving them in appropriate programme areas.
- Assist the Programme Coordinator in defining training needs and support the implementation of in-country training & development programmes for new and replacement sector staff.
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Good Practice and Institutional Learning

- Ensure that activities are carried out in accordance with signatory codes of conduct and accepted good practice, and are compliant with legal, contractual and statutory requirements.
- Assist the NPO/ Nutrition Advisor to identify key lessons learnt from project reviews and evaluations.
- Encourage learning from sector staff and identify case study themes / issues from project experience for analysis, dialogue and possible formulation into emerging best practice and policy.

Logistics / Financial Support

- Liaise with the Nutrition project Officer and the Logistics team to ensure that there is always the necessary equipment available to carry out the programme activities.
- Liaise with logistics to make sure that resources are procured, ordered and transported in a timely manner for the programme activities.
- Conduct stock checks to ensure that records are accurate and supplies are kept appropriately. Ensure that waybills correctly match with the stock received.
- Assist the NPO in managing detailed sector budgets in fulfilment of specified activities, outputs and objectives.
- Assist the NPO in monitoring sector expenditure, understanding variances and taking corrective actions.

3.2 TEAM MANAGEMENT

- In collaboration with the Human Resource Manager, ensure HR policies and procedures are understood by the project field team and implemented.
- Manage the Nutrition assistants (OTP/TSFP incharges), including regular one-to-one supervision, team meetings, and performance management.
- Ensure Tearfund's performance management system is effectively implemented across the project team, with objective setting, probationary reviews, regular catch ups, 6-monthly performance appraisals and exit interviews, carried out for all project staff.
- Support the implementation of Tearfund's staff development policy, including personal development planning, across the project team in a way that is consistent and transparent.
- Conduct disciplinary and grievance procedures, as required, in collaboration with the Tearfund Aweil Field Coordinator.

3.3 EXTERNAL REPRESENTATION

- Build positive working relationships with local communities, Ministry of Health, local churches, UN, WHO and other NGO representatives.
- Engage with local communities and community leaders to encourage local ownership of the programme, soliciting feedback and resolving issues together.
- Make sure that programme activities are in compliance with Ministry of Health guidelines
- Regular reporting and updating of Ministry of Health at County Health Department level and State Ministry of Health level

Attend relevant inter-agency coordination meetings as required

PART 2 – PERSON SPECIFICATION

JOB TITLE: Nutrition Assistant Project Officer

| | ESSENTIAL | DESIRED |
|-----------------------|---|---|
| QUALIFICATIONS | <ul style="list-style-type: none"> • Diploma in Nutrition, public health, nursing or equivalent qualification (certified nurse, clinical officer / certified midwife) | <ul style="list-style-type: none"> • Additional qualification in Nutrition |
| EXPERIENCE | <ul style="list-style-type: none"> • Proven experience in supervising nutrition programmes • knowledge of good practice standards: SPHERE • Experience in training staff and community members. • Proven experience in both People Management and Project Implementation. • Experience in working with health structures • Experience • At least 2 years' experience | <ul style="list-style-type: none"> • NGO experience |

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| SKILLS/ ABILITIES | <ul style="list-style-type: none"> ● Good verbal and written English. ● Good command of local language ● Training skills ● Problem solving skills ● Familiarity with the local area ● Ability to communicate with children and their caretakers. ● Report writing skills ● Computer literate (Word & Excel) ● Ability to manage others and organise workload. ● Ability to work unsupervised ● Development of positive relationships with community stakeholders ● Physically fit ● Ability to lead, participate and facilitate in collective staff prayer and bible studies | |
| PERSONAL QUALITIES | <ul style="list-style-type: none"> ● Committed Christian with a personal relationship with God ● Committed to regular Christian fellowship with other Christians ● Emotionally & spiritually mature ● Team player ● Commitment to accountability to beneficiaries and transparency, showing dignity and respect, and demonstrating listening and understanding ● Understanding and sensitivity to cross cultural issues ● Flexible and adaptable to ever changing environments | |

How to Apply:

If you believe you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the Tearfund office, Located in Morobo , detailing your experience for the post and include your daytime telephone contact. Applications online can be submitted to southsudan-recruitment@tearfund.org. The subject matter of your email should be the title of the job you are applying for.

Closing date for receiving applications is **30 September 2021 at 5:00pm.**

NB:

- Female candidates are strongly encouraged to apply
- Only short-listed applicants will be contacted for interviews
- Applications once received are not returnable